

## SPECIAL MEETING MINUTES

### SCHOOL CAREER TECHNICAL PROGRAM RENOVATION PROJECT BUILDING COMMITTEE

October 30, 2013

Town Hall Conference Room One

- I. Call to Order – The meeting was called to order at 5:00 PM.
- II. Roll Call - Members present: Dave Tatem, Chairperson, Clarke Castelle, and Jay Bottalico. Others present: Marc Finkelstein, Chairperson, Board of Education; William Collins, Ph.D., Superintendent of Schools; Lou Jachimowicz, Chief Finance and Operations Officer; and Jeff Baron, Director of Administrative Services.
- III. Public Participation – None.
- IV. High School Career Tech Renovations Design Request for Proposals– A draft of the proposed Request for Proposals (RFP) document had been distributed in advance of the meeting. The High School design work was included in the earlier RFP that was issued in March. The Committee did not feel that any respondents addressed the program elements at the High School in sufficient detail to warrant an award. A second RFP is being issued. The original RFP was modified to focus on the High School and to provide information requested during the earlier RFP process. The dollar amounts in the draft will be amended. \$250,000 is what is currently available. As an increased scope and the cost to address the needs has become more apparent, the estimate for the whole program at the High School has risen. The anticipated budget request will be for a total project cost of \$1,550,000. The dollar amount in section I.E. will be removed, as the anticipated budget request has not been approved and the total project cost has yet to be determined. A percentage of the project cost will be eligible for State reimbursement. Mr. Baron will also amend section I.D. to include more emphasis on the program elements. Following the November election the Committee will have a new Chairperson. Staff was directed to short list the responses received and have the re-constituted Committee consider only those four firms who are finalists. Once the Committee's membership has been identified, those members will receive copies of all qualifications statements received, and those firms short listed for interviews will continue to receive consideration. The return date for responses will be November 20, 2013. Mr. Castelle made a motion that the Committee approve the Draft Request for Proposals document, with the amendments discussed. A second to the motion was made by Mr. Bottalico. The motion passed unanimously.

- V. Any other Business Pertinent to the Committee – Mr. Bottalico asked about the anticipated timing of the receipt of State reimbursement for the Martin Kellogg Middle School STEM renovation project, and other Board of Education projects. Receipt of funds from the State is anticipated to have an impact on the 2014-15 budget and Capital Improvement Plan deliberations. The plans and specifications for the Kellogg project are still being reviewed by the State. Once that is completed and the Town Council provides approval, the project will be put out to bid.
- VI. Public Participation – None.
- VII. Response to Public Participation – None.
- VIII. Adjournment – the meeting adjourned at 5:28 PM.

Respectfully submitted,

*Jeff Baron*

Jeff Baron  
Director of Administrative Services